

DEPARTMENT OF THE ARMY
DEVENS RESERVE FORCES TRAINING AREA
Devens, Massachusetts 01432-4429
13 May 1998

Military Police
PHYSICAL SECURITY PROGRAM

HISTORY. This is the initial publication of Devens RFTA Regulation 190-1.

SUMMARY. This regulation prescribes policies and procedures for physical security of facilities in which arms, ammunition, and explosives (AA&E) are stored and security of Government property at unit level.

APPLICABILITY. The provisions of this regulation applies to each arms storage facility, to all personnel who are responsible for storage facilities, those who use the arms storage facilities and personnel responsible for the security of other Government property within the Devens RFTA.

SUGGESTED IMPROVEMENTS. The proponent of this regulation is the Physical Security Office. Users are invited to send comments and suggested improvements on a DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to Commander, Devens RFTA, ATTN: AFRC-FAD-PS, 30 Quebec Street, Box 26, Devens, MA 01432-4429.

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CHAPTER 1. GENERAL.

1-1. Purpose. This regulation establishes guidelines and sets standards for the security and administrative maintenance of Arms, Ammunition and Explosives stored in arms storage facilities within the Devens RFTA.

1-2. Responsibilities.

a. The Physical Security Office, Devens RFTA, is responsible for assisting unit armorers and Unit Physical Security Officers in security and methods of safeguarding arms, ammunition, and explosives. The Physical Security Office is also responsible for conducting announced, unannounced, follow-up, and courtesy inspections of all arms storage facilities within Devens RFTA.

b. The Group/Brigade, Battalion, and Unit Physical Security Officers are responsible for physical security of unit arms storage facilities, and ensuring that all physical and procedural safeguards as set forth in referenced publications and this regulation are followed.

c. Unit armorer is responsible for the day-to-day operation of the arms room. The armorer is further responsible to keep the unit physical Security Officer informed of situations that may compromise the security of the arms room.

d. Each soldier is responsible for the security of the assigned weapon under their control and should be briefed during their unit orientation.

CHAPTER 2. POLICIES AND PROCEDURES.

2-1. Waivers and Exceptions.

a. Waiver. When standards are below those set forth in AR 190-11 a request for waiver must be submitted. All requests for waivers must be prepared in accordance with (IAW) paragraph 2-4, AR 190-11. Forwarded the waiver request through the chain of command to the USARC HQs, ATTN: AFRC-OPM. An approved including all accompanying documents will be retained on file at the requesting arms room until it is canceled through conformance with standards set forth in AR 190-11. Waivers will be valid for one year. If required because corrective action has not been accomplished at the end of the waiver period, an extension for one additional year may be granted.

b. Exceptions. When standards are below those set forth in AR 190-11 and cannot be corrected, a request for exception must be submitted. All request for exception must

be prepared IAW paragraph 2-4, AR 190-11. Forwarded the request for exception through the chain of command to the USARC HQs, ATTN: AFRC-OPM. Exceptions will be regarded as generally permanent however they will be reviewed annually by the commander to whom the exception was granted to determine if they need to continue.

c. Storage of Small Quantities of Ammunition in Unit Arms Rooms. IAW USARC Pamphlet 190-1, Appendix C, operational loads of ammunition to support armed guard duty will be obtained and secured in the arms room. The ammunition will be accounted for in accordance with AR 710-2, para 2-40. Only government issued ammunition will be used and inventoried in accordance with AR 710-2, para 2-41 and Table 2-1j. Ammunition will be securely stored as prescribed by AR 190-11, para 5-8c(1)(a) and (b). Since the intent is to have the ammunition secure but readily available for use, banded crates should not be used.

2-2. Arms Storage Areas.

a. When structural standards for an arms room are met IAW AR 190-11, a DA Form 4604-R (Security Construction Statement) will be posted inside the arms room. Only qualified engineers are authorized to verify the structural composition and provide the completed DA Form 4604-R. A qualified engineer must validate the arms room every five years.

b. Restricted area warning signs will be posted at the arms room entrance, where it is visible at all times, IAW paragraph 6-2, AR 190-13.

c. Fire control symbols will be posted on the exterior walls of the arms room IAW chapter 8, AR 385-64.

d. All arms rooms employing intrusion detection systems (JSIIDS or Commercial) will be posted announcing the system. Signs will be constructed as described in appendix F, AR 190-11 and affixed at eye level on the exterior of wall containing an entrance to the arms room.

e. Security lighting

(1) During the hours of darkness, the entrances of the arms room will be illuminated with lighting to discourage or deter attempts at entry by intruders. Proper illumination may lead a potential intruder to believe detection is inevitable, and make detection likely if entry is attempted. The security lighting should be sufficient enough to illuminate any point within a 20 foot radius of the entrance of the arms room, IAW paragraph 6-4h(2), FM 19-30.

(2) During the hours of darkness, exterior entrances to buildings containing arms rooms will be illuminated to an intensity of not less than 1.0 candle power. Lighting shall cover all points to a height of eight feet above grade on the vertical surface and to a horizontal distance of eight feet from the entrance. The switches for the exterior lights will be installed so that they are not accessible to unauthorized individuals.

Exterior lights will be covered with wire-mesh screen or other material which will prevent their being broken by thrown objects, IAW paragraph 6-4h(4), FM 19-30.

2-3. Physical Security Plan/Arms Room Standard Operating Procedure (SOP). A unit arms room SOP will be established for the storage and accountability of weapons, ammunition, and explosives. Individual units will conduct a review of their physical security plan at least annually with the next higher headquarters to ensure that their SOP is current and in compliance with the command and HQDA physical security directives. Security measures taken to safeguard weapons, ammunition, and explosives in the following areas will be included in the arms room SOP:

- a. Security of weapons, ammunition, and explosives during field training conditions.
- b. Security of weapons during cleaning and maintenance.
- c. Security of weapons and ammunition during competitive marksmanship meets (if applicable).
- d. Security of weapons, ammunition, and explosives when personnel are medically evacuated during training.
- e. Security of keys and locks that are used for security of arms room.
- f. Operating procedures for IDS, J-SIIDS and/or Commercial.

2-4. Access Control Procedures.

a. Unaccompanied Access. Commanders must be selective in assigning personnel to duties involving control of AA&E. All personnel will be required to undergo a command oriented security screening before access is authorized. At a minimum, the command oriented security screening will include:

- (1) A personal interview of the individual conducted by his or her immediate commander or supervisor.
- (2) A request for medical file check of active duty military personnel includes AC/AGRs.
- (3) A personnel records check.

(4) A records check of the provost marshal or security office.

(5) A records check of local civilian law enforcement agencies in the area of the person's residence if permitted by state or local laws.

b. A DA Form 7281-R (Command Oriented Arms, Ammunition, and Explosives (AA&E) Security Screening and Evaluation Record) will be used to record the results of the security screening. Completed forms will be retained on file within the command until the individual departs, or is relieved of his or her AA&E oriented duties. Security screening checks will be repeated every three years.

c. An unaccompanied access roster will be posted inside the arms room where the public cannot see it. The roster will list the names, rank, social security number (SSN), and the duty position of these personnel. The access roster will be limited to the least number of responsible personnel designated by the unit commander.

d. In addition to the requirements listed in (a) above, a two-person rule may be established for access to arms storage facilities. At the option of the commander concerned, two authorized persons may be required to be present during any operation, which affords access to these facilities. If the two-person rule is used, commanders should establish appropriate lock and key control procedures to preclude defeat of the two-person rule concept.

e. Consolidated Arms Room. More than one unit may use the same arms room or weapons storage facility for use as a consolidated arms room. If so, weapons will be separated at least by wire cage and identified by unit, when feasible. One commander will be designated as having responsibility for the overall security of the consolidated storage facility. The commander having overall responsibility for a consolidated arms room must prepare a formal written Bilateral Storage Agreement for commander(s) of other units storing weapons in the consolidated arms room. The agreement must address:

- (1) Maximum quantity of weapons to be stored.
- (2) Physical safeguards.
- (3) Frequency of, and responsibility for, physical inventories or reconciliations.
- (4) Reporting of losses for investigation.
- (5) Key control procedures.
- (6) Unit that has overall responsibility for the storage facility.

(7) Procedures for authorization and identification of individuals to receipt for physical custody of AA&E.

(8) Risk categories of items being stored.

(9) Maximum quantities of ammunition authorized for storage in support of any armed guard requirements (failed IDS, transport of weapons).

(10) Identify who will provide guards when required.

f. The agreement is to be updated upon the change of commander(s) having overall responsibility for the storage facility.

g. Access and Duress Codes. Access and duress codes will be issued by the monitoring station(s) to authorized personnel. Unit commanders will be responsible for providing the monitoring station(s) a copy of their access rosters and to ensure the rosters are kept current.

2-5. Arms Racks/Containers. All arms which are stored in an arms room will be stored in banded crates, locked containers of at least 22 gauge steel, standard issue, or locally fabricated locked arms rack. All arms racks and containers must be locked with an approved secondary padlock when not in use. (AR 190-11, Chap. 4, Para 4-2c(2)).
Devens Regulation 190-1

a. All weapons racks and containers weighing less than 500 pounds will be secured to the structure (or fastened together in groups totaling more than 500 pounds) with bolts or with 5/16-inch chain(s) secured with secondary padlocks. Bolts used to secure racks will be spot welded, brazed, or peened to prevent easy removal. Chain used to secure racks (and containers) will be heavy duty hardened steel, welded, straight links steel, galvanized of at least 5/16-inch thickness, or of equivalent resistance to force to cut or break a secondary padlock. All racks and containers will be so constructed as to prevent the removal of a weapon by disassembly.

b. Containers may be used to store bayonets, weapons and ammunition when appropriate weapons racks are not available.

c. Crew served weapons that will not fit into issue racks will be secured in locally made containers or commercial containers fabricated of at least 22 gauge steel until an Army standard issue container is developed.

d. Field Storage. To ensure training realism, small arms should be assigned to, secured, and retained by individual soldiers. When small arms are not assigned to, or under control of individual soldiers, they will be secured in locked racks or containers and provided armed guard protection.

e. See USARC Pamphlet 190-1, appendix C, for additional guidance regarding the use of armed guards.

2- 6. Inventory of Weapons and Sensitive Items.

a. A 100% physical inventory (physical count) of all weapons and sensitive items in the arms room will be conducted monthly. The unit commander or his/her designated representative (NCO, warrant officer, commissioned officer or DOD civilian of equivalent rank/grade) will conduct this inventory.

b. A visual count of weapons will be conducted each time the arms room is opened for operational and/or maintenance purpose.

c. If each unit's weapons are accessible in a consolidated arms room, conduct a visual accounting of all weapons.

d. A DA Form 2062 (Hand Receipt) or a Devens RFTA Form 407 may be used to conduct this inventory.

e. All assigned weapons and night vision devices (NVD) will be inventoried, by serial number, quarterly. A responsible officer, NCO, warrant officer, or civilian of comparable grade will conduct this inventory. The same individual cannot conduct consecutive inventories (both kinds). Unit armorers or persons performing armor duties, will not conduct these inventories.

f. Conduct the quarterly serial numbered inventory by using the following procedures:

(1) Compare serial numbers of weapons and NVD with those listed on the property book, hand or sub-hand receipts.

(2) If weapons/NVD are in maintenance or signed out, make sure they are supported by the proper documentation.

(3) Report discrepancies to the commander immediately.

(4) The inventory will be signed and dated by the individual conducting the inventory.

g. Inventories that do not reflect discrepancies will be maintained in the unit files for a minimum of 2 years. Inventories that reflect discrepancies will be maintained for a minimum of 4 years.

2-7. Arms Room Procedures.

a. Individuals will be issued a DA Form 3749 (Equipment Receipt) which must be turned into the arms room when drawing individually assigned weapons. At the time a weapon is issued, the individual will also make an entry on the Devens RFTA FM 412 (Weapons and Ammunition Issue/Turn-In Register). The individual will enter, in ink, the nomenclature and serial number of the weapon being drawn, the time and date of issue, and his or her signature.

b. During time of emergency, or when operational necessity dictates a need for expeditious issue of weapons, (i.e., unit alerts, physical training formations, or care and cleaning in groups of 40 or more) only the turn in of a DA Form 3749 is required for issue of weapons. Written alternate procedures will be prepared to ensure adequate control and accountability of weapons is maintained. A copy will be kept in the units arms room SOP.

c. When the need arises where a single weapon must be available for issue to more than one (1) individual an equipment receipt will be issued, which lists all required information except the weapon serial number, to each individual. When the weapon is issued, even in times of emergency, the individual will comply with provisions of paragraph 2-7a above.

d. When an individual is drawing other than individually assigned weapons, appropriate hand receipt procedures will be utilized. In addition, the Devens RFTA FM 412 (Weapons and Ammunition Issue and Turn-In Register) will be utilized.

e. The unit armorer must maintain a Master Authorization List (MAL). Before a weapon is issued, the armorer must check each individuals DA Form 3749 with the MAL to ensure there is no unauthorized issue of weapons. The MAL will contain the names, social security numbers, and organization of individuals to be issued weapons. The commander will ensure the MAL is updated to reflect personnel changes.

f. Store all copies of the MAL so unauthorized personnel cannot obtain them.

2-8. Arms Room Key and Lock Control.

a. General

(1) Maintain AA&E keys separately from other administrative keys (IDS and day gate key may be stored in the same container, but on a separate key ring), accessible only by individuals whose official duties require access to them.

(2) Maintain a current roster of persons having access to the keys. The unit commander must sign the roster.

(3) The commander must appoint a key and lock custodian/alternate in writing.

(4) Keys must be signed out, to authorized personnel, on key control register using a DA Form 5513 or a Devens RFTA Form 451.

(5) When not being used, store the key control register in a locked container. Do not store classified material in the same container with the keys or key control register.

(6) Personnel listed on the key access roster may transfer custody of keys, in writing, among themselves.

(7) Store the alternate set of keys in a separate container in the same facility. Store them at the next higher headquarters if a separate container is not available within the facility.

(8) In case of lost, misplaced, or stolen keys, replace the locks or lock cores immediately.

(9) The use of a master key or a keyed alike lockset is prohibited.

b. Container/Combination Information.

(1) Secure keys in containers constructed of at least 20-gauge steel, equipped with a low security padlock or GSA approved, three position, changeable combination lock. Control keys and/or combinations at all times.

(2) Fasten containers weighing less than 500 pounds to the structure with bolts or chains equipped with secondary padlocks.

(3) Use an SF 700 (Security Container Information) to record combinations of locks to vault doors and Class 5 security containers.

(4) Change combinations to locks on vault doors or Class 5 security containers annually, or upon change of custodian, armorer, or other person having knowledge of the combination, or when the combination has been subject to possible compromise.

(5) Record the combination and store it in a sealed envelope in a safe meeting storage requirements of AR 380-5.

c. Use of Arms Room Key Control Register.

(1) A key control register will be maintained at the unit level to ensure continuous accountability for keys, ensure positive control of keys, and establish responsibility for the custody of stored AA&E.

(2) The register will contain the printed name and signature of the individual receiving the key, date and time of issuance, serial number or other identifying information of the key, signature of the person issuing the key, date and time key was returned, and the signature of the person receiving the returned key.

(3) The unit will maintain a key and lock inventory list, which will contain a record of keys, locks, key serial numbers, lock serial numbers, location, and the number of keys maintained for each lock. This record, commonly referred to as the master key/lock list can also be used to record your semiannual key/lock inventory.

d. Key/Lock Inventory Procedures.

(1) Padlocks and their keys will be inventoried by serial number semiannually.

(2) The inventory records will be retained in unit files for a minimum of 1 year and then disposed of per established MACOM procedures.

2-9. Intrusion Detection System (IDS).

a. An IDS consisting of at least two types of sensors must protect all arms rooms, one must be a volumetric sensor. A balanced magnetic switch mounted on the arms room door (second device) and a duress-signaling component is also required.

b. The IDS must include a central control station where alarms will sound and from which a response force can be dispatched. A commercial answering service is not authorized.

c. The IDS must be designed so that an alarm sounds at the central control panel whenever the system is turned off or malfunctions.

d. The response force must be capable of responding to an alarm, by arriving at the scene, within 15 minutes.

e. Each arms room must have an IDS sign affixed, at eye level, on the exterior wall that contains an entrance to the protected area.

f. Additionally, a protected backup independent power source of 8 hours minimum duration will be provided.

g. A daily log will be maintained of all alarms received, and at a minimum will include the nature of the alarm, the time and date the alarm was received, and what action was taken in response to the alarm.

h. IDS transmission lines for the alarm circuit(s) must have line supervision (electrically supervised to detect tampering or malfunction). If line supervision is not available, provide two independent means of alarm signal transmission. IDS lines outside the arms room must be protected by rigid conduit.

i. The IDS will be tested quarterly, with the monitoring station, and a log maintained at least 1 year for recording all test/results. Commercial intrusion detection systems employing sensors equipped with a remote-test feature and that provide a record of the systems status do not require operational checks by unit personnel (See USARC Pamphlet 190-1, Appendix E for test guidance).

2-10. Armed Guard Requirements (IDS/Weapons and Ammunition).

a. In the event of an IDS failure, post-armed guards until the system returns to operation, if Category II weapons are present.

b. Armed guards will be posted 24 hours each day to:

(1) Maintain constant, unobstructed observance of the storage structure(s).

(2) Prevent any unauthorized access to the storage structure(s).

(3) Make known any unauthorized access to the protected facility.

c. Armed guards must accompany Category II AA&E when transported off of an installation.

d. See USARC Pamphlet 190-1, appendix C, for additional guidance regarding the use of armed guards.

CHAPTER 3. SECURITY OF ARMY PROPERTY AT UNIT LEVEL.

3-1. General.

a. This is a list of the different categories of Army property, unclassified and non-sensitive, whose physical security standards are covered by AR 190-51:

- (1) Vehicles and carriage-mounted/towed weapons systems and components (AR 190-51, Para 3-5).
- (2) Communication and electronics equipment and night vision devices (AR 190-51, Para 3-6).
- (3) OCIE not stored at central issue facilities (AR 190-51, Para 3-8).
- (4) Repair parts not at installation level supply support activities and direct support units (AR 190-51, Para 3-12).
- (5) POL not at bulk storage facilities (AR 190-51, Para 3-14).
- (6) Audiovisual equipment, training devices, and subcaliber devices at unit or audiovisual support centers (TASC's) (AR 190-51, Para 3-16).
- (7) Audiovisual equipment, training devices, and subcaliber devices at units or activities that are not at training and audiovisual support centers (AR 190-51, Para 3-17).
- (8) Hand tools, tool sets and kits, and shop equipment (AR 190-51, Para 3-22).
- (9) Administrative and housekeeping supplies and equipment (AR 190-51, Para 3-23).
- (10) Unit supply rooms (AR 190-51, Para 3-25).
- (11) Postal unique items (AR 190-51, Para 3-26).

3-2. Administrative Key and Lock Control.

a. General.

- (1) Only approved locks and locking devices (including hasps and chains), will be used. All questions regarding the identity of approved commercial equivalent locks and locking devices meeting military specifications shall be addressed to the Naval Civil Engineering Laboratory (NCEL), ATTN: Code L56, Port Hueneme, CA 93043-4328.
- (2) The unit commander must appoint a primary and alternate key custodian(s), in writing, to issue and receive keys and maintain accountability for office, unit, or activity keys. Included in these duties is the responsibility to procure and receipt for all keys and locks, and investigate lost or stolen keys. Ensure individuals designated to

issue, receive, and account for keys in his or her absence, clearly understands local key control procedures. Maintain a key control register at all times to ensure continuous accountability for keys of locks used to secure Government property.

b. Key Control Register. Keys will be signed out to authorized personnel, as needed, on a key control register. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled. The Devens RFTA Form 451, (Key Control Register), may be used to meet the requirements of this regulation.

c. Key Depository.

(1) A lockable container, such as a safe or filing cabinet, or a key depository made of at least 26-gauge steel, equipped with a tumbler-type locking device and permanently affixed to a wall, will be used to secure keys.

(2) The key depository will be located in a room where it is kept under 24-hour surveillance or in a room that is locked when unoccupied.

(3) Under no circumstances will any keys, locks, or alternate keys or locks be placed in a security container that contains or stores classified material.

d. Locks.

(1) The use of any master key system or multiple key system is prohibited except as noted in AR 190-51.

(2) U.S. Government key-operated, pin-locking deadbolts which project at least 1 inch into the door frame or tumbler-type padlocks will be used to safeguard unclassified, non-sensitive Army supplies and equipment if a lock is required. Selection will be based on the value of the items protected, mission essentiality, and vulnerability to criminal attack. All questions regarding approved locks and locking devices will be addressed to the NCEL as indicated in paragraph a (1) above.

(3) Padlocks and their keys, when not in use, will be secured in a locked container that does not contain or store classified material. Access to the container will be controlled.

e. Key and Lock Accountability.

(1) Keys and combinations to locks will be accounted for at all times. Keys to locks in use, which protect of an office, unit, or activity will be checked at the end of each day. Differences between keys on hand and the key control register will be reconciled.

(2) Padlocks and their keys will be inventoried by serial number semiannually. A written record of the inventory will be retained until the next inventory is conducted.

(3) When a key to a padlock is lost or missing, an inquiry will be conducted and the padlock replaced or recored immediately.

(4) A key and lock inventory will be maintained which includes a list of the following:

(a) Keys.

(b) Locks.

(c) Key Serial Numbers.

(d) Lock serial numbers.

(e) Location of locks.

(f) The number of keys maintained for each lock. This list will be secured in the key depository.

(5) Padlocks and keys that do not have a serial number will be given one. This number will be inscribed on the lock or key as appropriate.

f. Additional key and lock controls for IDS and key container.

(1) Keys to IDS (operational or maintenance) or key containers will not be removed from the installation except to provide for protected storage elsewhere.

(2) Protect keys to locks used to secure a security container containing stored keys to the equivalent of that provided the keys inside the container.

(3) Store keys to containers and IDS separately from other keys; make them available only to personnel authorized access. Keep a current, by name, roster of those personnel authorized access at the unit, agency, or organization, which is signed by the designated official and protect it from public view. At no time will keys be in the custody of someone not on the roster.

(4) Secure keys to containers and IDS in the same key container. Do not store classified material in the key container.

(5) Do not leave keys unattended or unsecured at any time.

(6) Keep IDS maintenance/repair keys separate from other IDS keys. Limit access to authorized maintenance personnel.

(7) Store IDS operational keys in a container of at least 20-gauge steel, equipped with GSA-approved low security padlock, built-in three-position changeable combination locks, or approved Class 5 or Class 6 containers. Record combinations on an SF 700 (Security Container Information) and store in a sealed envelope in a container.

(8) Fasten containers weighing less than 500 pounds to the structure with bolts or chains equipped with secondary padlocks.

3-3. Storage Structure Security. Army regulation 190-51 requires equipment and supplies listed in the regulation to be stored in structure meeting specific security standards. Appendix B of AR 190-51 provides the specifications for these supply and equipment storage structures.

3-4. Security of Night Vision Devices (NVD).

a. The NVDs must be secured and accounted for as if they were weapons.

b. The preferred storage location is the unit arms vault; if this is not possible due to space limitations the most secure double-barrier storage possible will be used. If the NVDs are stored in the arms vault, the commander must authorize such storage in writing.

(1) Whether in the vault or some other room, NVDs should be segregated by cabinets or cages from other items, and the keys issued separately. Access to the supply room or arms room should not mean automatic access to NVDs.

(2) The use of class 5 or class 6 security containers is encouraged. Locally fabricated or modified containers, such as those used for crew served weapons is also suggested.

c. Key control is critical. Keys to NVD cabinets, lockers, and cages must be secured and controlled as if they were arms, ammunition, and explosives (AA&E) keys.

d. When NVDs are inventoried (quarterly by serial number, monthly by physical count) each container must be opened to ensure the NVD is inside.

3-5. Security of Global Positioning System (GPS), Precision Lightweight Receivers (PLGR).

a. Follow the NVD guidance in para 3-4 above.

OFFICIAL:

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LTC, EN
Commanding

DISTRIBUTION:
A through D

APPENDIX A REFERENCES.

FM 19-30, Physical Security

AR 190-51, Security of Unclassified Army Property (Sensitive and Non-sensitive)

AR 190-11, Physical Security of Arms, Ammunition, and Explosives

AR 710-2 , Supply Policy Below the Wholesale Level

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